

ARIZONA DEPARTMENT OF EDUCATION

**Lisa Graham Keegan**  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 00060**

**TO:** District Superintendents/Charter School Administrators and **Attendance Officials**

**FROM:** Lyle Friesen  
Director of School Finance

**DATE:** June 12, 2000

**SUBJECT:** ADM ATTENDANCE REPORTING

At this time every year we ask all school districts to submit their order for supplies they need for recording and reporting their membership and attendance for the upcoming school year. Enclosed you will find your order form as well as a new district/address change form. Calendars will be submitted via the website in the near future, we will keep you posted as soon as they are ready.

Beginning Fiscal Year 2000-2001 all reports required by ADE School Finance are required to be submit electronically, by uploading your districts own data via the ADE website. You can refer to memo #00055 on our website at [www.ade.state.az.us/schoolfinance/main/NewsInfo/memos/fy2000](http://www.ade.state.az.us/schoolfinance/main/NewsInfo/memos/fy2000). No bubble sheets will be accepted. Disks or tapes will not be accepted without approval stating you are exempt from filing electronically. This will have to be done through the School Finance Unit, in writing by our approvers. You can obtain an exemption form by going to [www.ade.state.az.us/schoolfinance/main/Support/exemptionforms](http://www.ade.state.az.us/schoolfinance/main/Support/exemptionforms) on our website.

For instructions on how to upload your own data via the web, you need to go to [www.ade.state.az.us/schoolfinance/main/support](http://www.ade.state.az.us/schoolfinance/main/support). If your district/charter has a system that can report electronically, you will need to verify the file format by reviewing them on the ADE website at [www.ade.state.az.us/services/mis/filelayout](http://www.ade.state.az.us/services/mis/filelayout). The Department has a PC based program (DELREP) that is set up to convert data in to a text file format, which is required. You can download this program from the ADE website at [www.ade.state.az.us/schoolfinance/main/support/delrep](http://www.ade.state.az.us/schoolfinance/main/support/delrep). Unless your district has it's own software program, please submit your data by using DELREP sending it to [delrep@mail1.ade.state.az.us](mailto:delrep@mail1.ade.state.az.us).

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**DELREP AND ATTENDANCE ACCOUNTING ORDER FORM**

(LABEL)

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**Contact Person**

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**Phone Number**

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**E-mail of Contact Person**

Please check or note the appropriate boxes below and mail no later than **July 1<sup>st</sup>, 2000** to:

**Arizona Department of Education  
School Finance Unit, Bin 13  
1535 West Jefferson  
Phoenix, AZ 85007**

**Fax to: (602) 542-3099**

Make a copy for your records indicating the number of Register Books you will need to meet your 2000-01 ADM reporting needs. If you have any questions you can call us at 542-5695.

☐ **No supplies needed this school year**

**Quantity needed:**

|       |   |
|-------|---|
| _____ | <b>Arizona Public School Registers Books (ADE 41-006)</b> |
| _____ | <b>High School Attendance Cards (ADE 40-111)</b>          |
| _____ | <b>High School Monthly Attendance Cards (ADE 40-112)</b>  |

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**YOUR ORDERS WILL BE MAILED TO YOUR COUNTY SCHOOL OFFICE  
DURING JULY/AUGUST. (EXCEPT MARICOPA AND PIMA COUNTIES)**